

Master Partnership or Work Order Process and Checklist

Introduction

MnDOT will enter into "master" partnership contracts with Local Governments, pursuant to Minn. Stat. Sections [174.02](#), and [161.20](#). These master partnership contracts will allow MnDOT to pay Local Governments or Local Governments pay MnDOT to perform certain work related to emergency services, design, construction, maintenance, and improvement of trunk highways. This Master Partnership Contract Program has been certified by the Mn Dept. of Administration by T-Number: 1379A, MMD Cert # 29504.

The Master Partnership Program is certified for five years. Master Partnership Agreements (MPA) can be submitted and approved at any time during the certification period from July 1, 2012 –June 30, 2017. MnDOT's intent is to do the majority for the MPAs during the first year of the period. All MPAs and MPA Work Orders for the current certification will expire on June 30, 2017.

Master Contract Program Information

1. Contracts will be limited to the territorial jurisdiction of the Local Government.
2. Since the contracts are limited to the territorial jurisdiction of the Local Government, there will be no rotation or solicitations used to award individual work orders.
3. The total compensation to be paid by the State to the Local Government under all Master Partnership Work Orders issued pursuant to this Master Contract will not exceed [\$000,000.00] {this is the maximum amount the State will pay to the local government through June 30, 2017. This will vary by size of local government and amount of payable work anticipated with that unit. Suggested maximums are \$250K for counties; \$100K for large cities, and \$50K for small cities.
4. Four signatures are required (if a payable contract): Local Government /MnDOT Division Director/Department of Administration and encumbrance verification. (Per the Delegations of Authority, master partnership contracts are signed by the Division Director and Master Partnership Work Orders are signed by District Engineers.)
5. A resolution by the Local Government authorizing the Master Partnership agreement must be included with the Master Partnership agreement.
6. Other State Agencies may execute Master Partnership contracts with MnDOT. However, Other State Agencies will not be allowed to execute Work Orders against MnDOT Master Partnership contracts with cities and counties. For example, the Department of Natural Resources cannot execute a Work Order against a MnDOT Master Partnership contract with Cook County.

Resources

Table 1: District Contacts

Name	District	MS	Phone	Email
Walter Leu District State Aid Engineer	1 – Duluth	010	218-725-2705	walter.leu@state.mn.us
Rex Bordson Engineering Specialist Sr.	1 – Duluth	010	218-725-2797	rex.bordson@state.mn.us
Lou Tasa District State Aid Engineer	2 – Bemidji	020	218-755-6570	luane.tasa@state.mn.us
Tim Donaghue Engineering Specialist Sr.	2 – Bemidji	020	218-755-6546	tim.donaghue@state.mn.us
Kelvin Howieson District State Aid Engineer	3 – Baxter	030	218-828-5707	kelvin.howieson@state.mn.us
Ken Larson Engineering Specialist Sr.	3 – Baxter	030	218-634-2232	ken.larson@state.mn.us
Merle Earley District State Aid Engineer	4 – Detroit Lakes	040	218-846-6907	merle.earley@state.mn.us
Jeff Buschette Engineering Specialist	4 – Detroit Lakes	040	651-846-7971	jeff.buschette@state.mn.us
Dan Erickson District State Aid Engineer	Metro	050	651-234-7763	dan.erickson@state.mn.us
Sharon LeMay State Prog Admin Principal	Metro	050	651-234-7773	sharon.lemay@state.mn.us
Fausto Cabral District State Aid Engineer	6 – Rochester	060	507-286-7620	fausto.cabral@state.mn.us
Rhonda Prestegard Engineering Specialist Sr.	6 – Rochester	060	507-286-7511	rhonda.prestegard@state.mn.us
Gordy Regenscheid District State Aid Engineer	7 – Mankato	070	507-304-6105	gordon.regenscheid@state.mn.us
Craig Felber Engineering Specialist Sr.	7 – Mankato	070	507-304-6145	craig.felber@state.mn.us
Mel Odens District State Aid Engineer	8 – Willmar	080	507-537-2044	mel.odens@state.mn.us
Stu Peterson Engineering Specialist Sr.	8 – Willmar	080	507-537-2045	stu.peterson@state.mn.us